

Procedures for Addressing 2014-15 mSGP Data Issues

Background

On March 22, 2016, the New Jersey Department of Education [released 2014-15 median Student Growth Percentile \(mSGP\) scores](#) for qualifying teachers, principals, and assistant/vice principals (APs/VPs). On March 31, the Department opened the Evaluation Score Certification Tool (ESCT), an electronic application for districts to use in certifying final 2014-15 summative ratings for all educators. This interface allows districts to review data, correct any errors that occurred in the original NJ SMART submission, and certify the accuracy of each staff member's final score. This document explains the Department's options for districts encountering problems or errors with mSGP data so that these circumstances can be addressed in advance of the score certification process and to ensure that no educator's evaluation rating is impacted by incorrect information.

Qualifications for Teachers to Receive the 2014-15 mSGP Score

2014-15 mSGP data are available for those who taught language arts in grades 4-8 and/or math in grades 4-7. For the mSGP to be part of a teacher's evaluation, a teacher must:

- Have been the teacher of record for at least 60% of the course prior to the assessment, and
- Have valid SGP scores for at least 20 separate qualifying students in 2014-15 OR in 2013-14 and 2014-15 *combined* as assigned by the district through the Course Roster Submission.

Qualifications for Principals and APs/VPs to Receive the 2014-15 mSGP Score

2014-15 mSGP data are available for those who led schools including one or more SGP grades. For the mSGP to be part of a principal/AP/VP's evaluation, that educator must have been:

- Assigned by October 15, 2014, to a school attended by more than 20 separate students who took the 4th- to 8th-grade language arts or 4th- to 7th-grade math assessment; and
- Assigned to qualifying students reported as having attended the school for one full year prior to the administration of the test, according to the data submitted by the district in its State Submission.

Possible Issues with mSGP Scoring

Given the requirements above, districts may find that some educators should have received mSGP scores but didn't, while others who were not expected to receive them did. In addition, some of the mSGP scores received may be incorrect due to errors in district data submission. Each of these cases is addressed below.

Procedures for Educators Expecting but Not Receiving the mSGP Score

In certain circumstances, educators who were expecting to receive an mSGP score for 2014-15 will not. These circumstances include a teacher with a student roster of fewer than 20 qualifying students taking the state test over two years, or an educator who had an extended absence (more than 40% of the school year). There are two options for educators in this situation.

Option A: For a teacher with 2 SGOs for 2014-15 OR for a principal/AP/VP recalculate the summative rating using other component scores.

- 1) If the teacher set 2 SGOs or the educator is a principal/AP/VP, remove the mSGP score and recalculate the summative rating using the following weights:
 - A. Teachers: teacher practice score (80%) and SGO score (20%).
 - B. Principals/APs/VPs: principal practice score (30%), Evaluation Leadership score (20%), Administrator Goal score (40%), SGO Average score (10%).
- 2) Make adjustments in the personnel file and individual Professional Development Plan (PDP) or Corrective Action Plan (CAP) as needed (see the Department's [Professional Development web page](#) and updated [CAP Guidance](#) for more information on PDP and CAP procedures).
- 3) Prepare to make appropriate changes using the Evaluation Score Certification Tool.

Option B: For a teacher with 1 SGO for 2014-15, eliminate summative rating.

- 1) If the teacher set 1 SGO, the teacher cannot receive a summative rating for 2014-15.
- 2) Make adjustments in the personnel file and individual PDP or CAP as needed (see the Department's [Professional Development web page](#) and updated [CAP Guidance](#) for more information on PDP and CAP procedures).
- 3) Prepare to make appropriate changes using the Evaluation Score Certification Tool.

Procedures for Educators Not Expecting but Receiving the mSGP Score

In some cases, educators may not be expecting an mSGP score but do qualify for one. AchieveNJ allows educators to collect the 20 SGP students necessary to qualify for an mSGP over a period of up to three years. For example, if a teacher had 13 students in 2013-14, no mSGP would be provided. However, if the teacher had at least 7 students in 2014-15 receiving an SGP, then this teacher receives an mSGP for 2014-15. This has been consistently communicated in AchieveNJ materials over the past several years.

However, in the event that a case arises in which the educator was provided a summative rating by mistake at the end of the school year, the mSGP report and correct summative score should be shared with the educator. Appropriate adjustments should be made to the educator's personnel record, PDP, or CAP to reflect the correct evaluation rating.

Procedures for Educators Seeking to Correct the mSGP Score

When reviewing 2014-15 mSGP data, educators may identify potential errors related to course roster accuracy or course assignment. In these cases, districts should validate and remediate any errors using the following options and steps.

Access Full Course Roster Data

The mSGP reports include the total number of qualifying students assigned to the educator in language arts and/or math along with the mSGP score, based on data submitted by the district during the 2013-14 and 2014-15 NJ SMART Course Roster Submissions. Educators who wish to access their full historical student rosters should consult their supervisor to request the information from the individual(s) who manage the district's NJ SMART data submissions. Please note that such rosters may take some time for data managers to provide and are based on district assignments and priorities. To help authorized NJ SMART users access the historical district submissions that result in the mSGP report, NJ SMART includes an updated functionality explained in this [Click-by-Click Guide](#).

Consider Scenarios for Educators with Changes to 2013-14 Scores

The 2014-15 evaluation cycle is the first time when the use of multiple years of mSGP data can be used for a teacher's mSGP score. Thus, the mSGP assigned to the teacher for 2014-15 will be either the 2014-15 median alone, or the median of all 2013-14 AND 2014-15 scores taken together, whichever is most advantageous to the teacher (see [Guidance of Multiple Years of Data for mSGP](#)).

If a district changed the 2013-14 mSGP score for any educator in the ESCT last year, that change will not be reflected in NJ SMART, which is a separate system from the Department's Homeroom interface. In addition, an educator might not have received the mSGP score for 2013-14 but has received a multi-year score for 2014-15, and might thus need to verify both the 2013-14 and 2014-15 rosters. Finally, this may be the first year that an educator is receiving an mSGP score. The tables below outline possible scenarios and appropriate actions. More detailed descriptions of how to adjust scores follow.

Teacher has a multi-year mSGP

Scenario	Action
A. Teacher received 2013-14 mSGP and made corrections to roster errors last year	<ol style="list-style-type: none"> 1. Ensure 2014-15 course roster and SGP information is accurate and then recalculate the multi-year mSGP using the accurate data from BOTH years. 2. Compare this updated multi-year score to the 2014-15 score alone (if at least 20 students are included in 2014-15). 3. Input the higher of these two scores as the final mSGP score into the ESCT and update personnel records.

Scenario	Action
B. Teacher received 2013-14 mSGP but no corrections were made	The multi-year score will be accurate as long as no errors in 2014-15 roster information are reported.
C. Teacher did not receive 2013-14 mSGP alone (had fewer than 20 SGP students)	Verify 2013-14 roster information in addition to 2014-15 information and then take steps explained above to address any issues identified.

Teacher has mSGP for the first time in 2014-15

Scenario	Action
A. District verifies the accuracy of the 2014-15 course roster data	No action required – mSGP scores are based on correct student rosters.
B. 2014-15 course roster errors are noted	1. Recalculate 2014-15 mSGP using the accurate roster data. 2. Input the correct score into the ESCT and update personnel records.

Determine Proper Option for Any Changes to mSGP Data (2013-14 and/or 2014-15)

Option A: Provide **documentation** of errors, **correct mSGP score**, and **recalculate the summative rating**.

- 1) Cross-check verifiable course roster information, such as that contained in the student information system or teacher grade book, with the NJ SMART course roster.
- 2) If there are discrepancies, recalculate the mSGP of the educator using the correct roster information, as long as the educator still qualifies to receive the score based on the requirements explained above. If the educator no longer qualifies to receive the mSGP score, see the following Options B & C.

Option B: **Remove the mSGP score** for a teacher with 2 SGOs for 2014-15 OR for a principal/AP/VP, and **recalculate the summative rating**.

- 1) If the teacher set 2 SGOs or the educator is a principal/AP/VP, remove the mSGP score and recalculate the summative rating using the following weights:
 - A. Teachers: teacher practice score (80%) and SGO score (20%)
 - B. Principals/APs/VPs: principal practice score (30%), Evaluation Leadership score (20%), Administrator Goal score (40%), SGO Average score (10%)

Option C: **Remove mSGP score** for a teacher with 1 SGO for 2014-15, **eliminate summative rating**.

- 1) If the teacher set 1 SGO, the teacher cannot receive a summative rating for 2014-15.

For Options A-C above:

- 1) Update personnel files and individual PDPs or CAPs as needed (see the Department's [Professional Development web page](#) and updated [CAP Guidance](#) for more information on PDP and CAP procedures).
- 2) Input the proper scores into the ESCT.

Additional Resources and More Information

- [March 31, 2016 memo](#) explaining the ESCT
- [March 22, 2016 memo](#) explaining the mSGP release
- Teacher Evaluation Scoring Guide ([PPT](#) | [PDF](#))
- Principal Evaluation Scoring Guide ([PPT](#) | [PDF](#))
- [AchieveNJ SGP web page](#)
- Visit the AchieveNJ website at www.nj.gov/education/AchieveNJ.
- Questions or feedback? Please e-mail educatorevaluation@doe.state.nj.us, or call the AchieveNJ Help Line at 609-777-3788.